

YOUTH SERVICES POLICY

Title: Pre-Employment Health Screening / Physical Examinations for Direct Care Positions Next Annual Review Date: 05/17/2013	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.61
	Page 1 of 3
References: YS Policies A.2.7 "Drug Free Workplace", A.2.12 "Personnel Records", A.2.18 "Criminal Record Check", and C.6.1 "Food Services"; ACA Standards 2-CO-1C-19 (Administration of Correctional Agencies), 4-JCF-4A-10, 4-JCF-6D-03, and 4-JCF-6C-06 (Performance-Based Standards for Juvenile Correctional Facilities)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/17/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36.405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish procedures for pre-employment health screening/physical examinations for applicants for direct care positions.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary/Facilities, Central Office and Secure Care Human Resources staff, contracted health care providers (HCP), and all applicants for direct care positions.

IV. DEFINITION:

Direct Care Workers Positions - any staff in a position which routinely has direct contact with the youth population. This includes, but is not limited to, Juvenile Justice Specialists, teachers/vocational educators, food service workers, social workers, contracted HCP staff, Counselors/Case Managers, and others as determined by the Facility Director.

V. POLICY:

It is the Deputy Secretary's policy that applicants for direct care positions shall undergo a health screening/physical examination following a conditional offer of employment.

VI. PROCEDURES:

A. Conditional Offer of Employment

Applicants for direct care positions shall undergo a health screening/physical examination by the licensed contracted HCP prior to employment.

B. Pre-Employment Health Screening / Examination

Prior to the pre-employment health screening, the Pre-Employment Health Information form [see Attachment A.2.61(a)], and the Pre-Employment Health History Questionnaire form [see Attachment A.2.61(b)] shall be completed. The applicant's criminal record check must be cleared prior to proceeding to the pre-employment examination.

Once an applicant's criminal record check has been cleared, the Facility Director/designee shall coordinate an appointment time with the contracted HCP for the applicant's pre-employment examination. The examination shall occur as soon as possible, but no later than five (5) working days from the date the examination is requested.

C. Health Screen/Examination Results

The contracted HCP shall review the Pre-Employment Health Information form and the Pre-Employment Health History Questionnaire form, prior to conducting the health screen and physical examination, utilizing the Physical Examination form [see Attachment A.2.61 (c)].

If the health screen results in a denial of medical clearance pending further evaluation, the contracted HCP shall inform the facility's Human Resources (HR) Office, who shall in turn inform the applicant of their responsibility to schedule a follow-up appointment with an appropriate licensed physician in the community for further evaluation and medical clearance.

The facility's HR Office shall also inform the applicant of their responsibility for payment of medical services provided by a licensed physician in the community to procure medical clearance.

The licensed physician performing the medical clearance must complete the Physical Examination form, which is a part of the pre-employment packet which can be obtained by the applicant from the facility's HR Office.

Applicants who fail the urine drug screen, shall also be referred to the facility's HR Office for information regarding their employment status.

D. Medical Clearance

Secure care applicants for direct care positions must receive medical clearance by a licensed HCP prior to employment.

E. Records

All health and examination records shall be forwarded to Central Office Human Resources, where they shall be maintained in a confidential file separate from the employee's personnel file.

Previous Regulation/Policy Number: A.2.61

Previous Effective Date: 4/18/2011



Attachments/References: A 2 61 (a) Pre-Employment Health Information Form 4-11.docx



A 2 61 (b) Pre-Employment Health History Form 4-11.docx



A.2.61 (c) Physical Exam 5-12.docx